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5010-104

UNITED STATES GOVERNMENT

SECRET

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 10 September 1965

25 YEAR RE-REVIEW

FROM : Registrar, TR

25X1

SUBJECT: Weekly Activities Report No. 27
7 - 10 September 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

(A) Concerning ADP Training, [redacted] has pulled together a volume of material which includes Management Science ~~Science~~ training opportunities and other substantive writings on ADP and allied subjects. She is now engaged in making this into a notebook. On 8 September I spent several hours with Joe Becker and [redacted] (OCS) and we agreed generally on some guidelines for Management Science Training. We agreed that our first step was to develop a list of categories of people who should be trained. This to be followed by a determination of the scope of training required by each category of individual. The third step would then be to screen the large volume of training opportunities to determine the best and which best fit our needs. It was also agreed that an internal familiarization course was necessary, primarily for the consumer/manager and programmer who require little or no technical expertise but must know what the machines are capable of doing and how to use them. This does not preclude all technicians (short of punch card operators) from taking the internal course. The bulk of Management Science training would continue to be at external facilities. I have scheduled further discussions on this subject with [redacted] SA/DDS, and with [redacted] (DDP) and company.

(B) Publication of the current issue of the OTR Bulletin is being delayed. Because of certain crash requirements levied on OTR, [redacted] has been assisting PPS in gathering facts and figures so that she has been unable to complete work on the Bulletin. This has been a particularly busy season for all in the Registrar's Office. Their own assigned jobs has kept each busy with only a little time left to assist others. With the bulk of vacations behind us, with the College enrollments finished, and the Off-Campus Program underway I believe we shall be able to return to a more normal, although never routine, way of life. We have reviewed one file, [redacted] sent us by [redacted], Acting DDI/TO. Both [redacted] and I agree that [redacted] is not right for the job. Except for this slot, th Registrar Staff is up to strength.

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Weekly Activities Report No. 27 (Cont'd)
7 - 10 September 1965

(C) The first day of registration for the Off-Campus Courses came off quite well. [redacted] coordinated this effort and with help from [redacted] and [redacted] registered 72 students in 12 of the 14 courses offered. There are no registrations or indications of registration for the Education Course or Psychology of Childhood Course being offered. With further registrations today (payday) and with late registrations next week we anticipate a minimum enrollment of 110 in the Off-Campus Fall Semester. All courses are staffed except Political Science 192, Government & Politics of North Africa. We have a potential instructor still not approved by George Washington University. Enrollment for this is light and if we are unable to offer the course, those interested might well transfer to one of the other courses.

(D) An interesting sidelight of the registration developed when two of the recruiters here for conferences walked into the registration office at Headquarters and asked about the Program. They asked that a list of Off-Campus Courses offered in the Agency be sent them through [redacted] so that they could use this as an inducement in their recruitment program. We are delighted to provide them with such lists in sufficient number so that [redacted] can send them to all recruiters if he so desires.

(E) I will be [redacted] on active duty for the next two weeks. [redacted] will act in my absence. [redacted] is on Annual Leave until 22 September. [redacted] is acting in his absence and can respond to any queries on External Training. Beginning 20 September, [redacted] will be on four to six weeks sick leave. During her absence her work will be picked up by the other members of the Registrar Staff.

[redacted]

Attachments: a/s

Order 1
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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Registrar Staff/TR

DATE: 13 September 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 27
7 - 10 September 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. OTR's Courses

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[redacted] informed C/AIB that the next two Operations Familiarization courses for non-CT's will be given in March and September 1966, and are to be given concurrently with the Operations Familiarization course for Career Trainees. It is understood that the non-CT's will be integrated with the CT's for the training.

The result of the notification by telephone of cancellation of the CI Fam and the CI Ops Courses is that thirteen of the fourteen for the September CI Fam are reregistered for the November running. Of the seven for CI Ops, only three will be available for a December or January course.

Intelligence Review Techniques Course was canceled after calls to Training Officers brought the total registration to three. [redacted] the chief instructor, plans to provide course material to those registered who may need it.

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At the request of [redacted] Chief Instructor, Intermediate Writing Workshop will begin on Monday with four students.

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An additional student for the OFC, to begin on 13 September, was registered and briefed on Thursday. [redacted] was informed of the 52nd enrollee.

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SUBJECT: Weekly Activities Report No. 27 (cont)

Of the 61 students enrolled in the Introduction to Intelligence starting Monday, 13 September, 42 have entered the Agency since the course was last given in mid-June. This is the first Introduction to Intelligence since publication of the revised regulation governing training for new employees, in which regulation attendance of professionals at the courses was tightened. It is also the first running in which AIB has monitored attendance of the new professionals since arrangements were made with the Professional Recruitment Division/OP to send information on EODs to the Registrar.

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B. [redacted] is working on the special request from [redacted], SA/C/DOD, which involves providing him with information on established courses in area orientation, language, overseasmanship, international management, and the like given at larger, more popular universities and by commercial institutions. In his request, [redacted] outlined the specifics such as the cost of a course, number of students in a session, names of some companies that have used such services and study time versus instructional time in a course. 25X1

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[redacted]

Attachment:
Weekly Attendance

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